

**EXECUTIVE SECRETARIAT**  
 ROUTING SLIP

DDA SUBJECT FILE COPY

## ROUTING AND TRANSMITTAL SLIP

Date 03 Sep 87

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials Date

1. DIRECTOR OF PERSONNEL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR ACTION, AS APPROPRIATE.

DDA REGISTRY  
60-7DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

ADDA

Phone No.

5041-102

★ U.S. GPO:

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

TO:		ACTION	INFO	DATE	INITIAL
1.	DCI				
2.	DDCI				
3.	EXDIR				
4.	D/ICS				
5.	DDI				
6.	DDA	X			
7.	DDO				
8.	DDS&T				
9.	Chm/NIC				
10.	GC				
11.	IG				
12.	Compt				
13.	D/OCA				
14.	D/PAO				
15.	D/PERS				
16.	D/Ex Staff				
17.					
18.					
19.					
20.					
21.					
22.					

SUSPENSE

Date

Remarks

2 Sep 87

Date

3637 (10-81)

ER 4197X-87



Office of the Director

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

August 27, 1987



## MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

FROM:

*Constance Horner*  
CONSTANCE HORNER  
DIRECTORSUBJECT: Commemoration of the Bicentennial  
of the U.S. Constitution

As a part of the celebration of the 200th anniversary of the signing of the U.S. Constitution, the Commission on the Bicentennial of the U.S. Constitution has planned a number of ceremonial events.

In recognition of the contributions of the Federal civil service under our constitutional system of government, a decision has been made to allow Federal employees in the Washington, D.C., area to attend ceremonies scheduled for 1:00 to 2:30 p.m. on Wednesday, September 16, 1987, on the grounds of the U.S. Capitol. The President will speak at this event. To enable employees to attend, it is appropriate for heads of executive departments and agencies to excuse from duty, without charge to leave, any employee in the Washington, D.C., area who wishes to attend and whose services can be spared for a few hours on that day. Employees who are on previously approved leave should continue to be charged leave for that period.

Thank you for your cooperation in ensuring a meaningful celebration of our Constitution.

